

STORM WATER PLANNING DIRECTOR

DISTINGUISHING FEATURES

The fundamental reason the Storm Water Planning Director classification exists is to lead the Storm Water Management Division of the Municipal Services Department. This classification is supervisory. Work is performed with a high degree of independence under the general supervision of the Municipal Services General Manager.

ESSENTIAL FUNCTIONS

Serves in a leadership role to identify and develop solutions for community-wide storm water, drainage and flood control issues for storm water management improvement projects; manages division planning, risk and vulnerability analyses and preliminary designs for flood mitigation; prepares scope of work, in-house design concept plans, feasibility and economic evaluations and reports.

Is responsible for the planning and implementation of a \$27 million dollar capital improvement program.

Coordinates with other City departments and serves as a primary presenter and moderator in public and departmental meetings.

Manages the ranking and presentation of potential Capital Improvement Projects for budgetary purposes. Responds to citizen requests both in written and verbal form for assistance with flooding, flood insurance, clean water requirements and performs site visits as necessary.

Recruits staff, trains new employees, participates in performance evaluations and mentors staff in specific skills related to storm water management, and may perform supervisory personnel functions for project related work.

Prepares division work plans, budgets, schedules and monthly reports.

Maintains and utilizes knowledge of all applicable federal, state and local statutes and participates in formulation of City standards and Ordinances dealing with storm water management including water quality, prepares annual reports, assists in preparation of inter-governmental agreements and may solicit and manage grant fund expenditures.

Provides technical assistance and interpretations to other City departments and private sector professionals, and reviews concept and construction plans for compliance and accuracy.

Attendance and punctuality are also essential.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Civil Engineering design; risk and feasibility analysis; storm water management planning; public communication and issue resolution techniques; environmental, project and construction principles, and applicable statutes, codes and federal rules as well as local, state and federal policies.

Ability to:

Lead others; listen and effectively communicate ideas; provide issue resolutions; provide recommendations in small and large group settings through oral, visual, and written communications; prepare quality written materials; make oral and written presentations to City Council, Boards and Commissions, and other City departments; and produce clear and concisely written technical documents that are understood by all citizens dealing with storm water management in urban and suburban developments on alluvial fans.

Must be able to work and relate with the general public; respond to media inquiries; operate a computer and other office equipment using continuous and repetitive arm, hand and eye coordination; and perform estimates using various instruments requiring precise hand movements.

Must possess a sound understanding of floodplain analysis in alluvial fan areas.

Must have a thorough knowledge of storm water computer programs and ability to evaluate; the applicability of assumptions and results with aid of hand calculator, tables and/or graphs; results of computer aided drafting; spreadsheets and charts.

Operate a motor vehicle requiring a standard Arizona driver's license with no major driving citations in the last 39 months.

Education & Experience

Any combination of education and experience equivalent to a Bachelor's degree in Civil Engineering with emphasis on hydraulics, Environmental Sciences, Geomorphology, or related fields, and 6 years of progressively responsible project experience. Must have a minimum of one year of supervisory experience. Registration as a Professional Engineer is required.

FLSA Status: Exempt

HR Ordinance Status: Unclassified